

## REQUEST FOR QUOTATIONS

### THE PROVISION OF PROFESSIONAL LANDSCAPING AND GARDEN MAINTENANCE SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

The Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites suitably qualified bidders to conduct professional landscaping and gardening maintenance services for a period of Thirty-Six (36) months as follows:

|                                              |                                                                                                        |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Closing date of submission</b>            | <b>14 January 2022</b>                                                                                 |
| <b>Closing time of submission</b>            | 11:00                                                                                                  |
| <b>Quotes to be e-mailed to</b>              | <a href="mailto:scm@foodbev.co.za">scm@foodbev.co.za</a>                                               |
| <b>All quotes must be valid for at least</b> | 30 days                                                                                                |
| <b>Delivery address for the services</b>     | 7 Wessels Road, Rivonia, Johannesburg                                                                  |
| <b>Non-Compulsory Briefing</b>               | <b>Date:</b> 12 January 2022<br><b>Time:</b> 11:00<br><b>Address:</b> 7 Wessels Road, Rivonia, Sandton |

All queries/ clarifications can be sent in writing, citing the bid reference above to the under-mentioned person before the closing date for the quote:

|                                       |                                                              |
|---------------------------------------|--------------------------------------------------------------|
| <b>Queries address to</b>             | Mabolane Mankga                                              |
| <b>Telephone Number: Landline</b>     | 011 253 7300                                                 |
| <b>e-mail address to send queries</b> | <a href="mailto:EnosM@foodbev.co.za">EnosM@foodbev.co.za</a> |

## 1. BACKGROUND

Food and Beverages Manufacturing SETA ("FoodBev SETA") is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev SETA is currently operating in Johannesburg at Number 7 Wessels Street, Rivonia Sandton. FoodBev SETA's function is to promote, facilitate and incentivize skills development in the food and beverages manufacturing sector. FoodBev SETA is one of the 21 Sector Education and Training Authorities (SETAs) across the economy mandated to deliver on the National Skills Development Plan (NSDP) outcomes.

## 2. PURPOSE

FoodBev SETA hereby invites prospective suppliers to submit priced quotations for the appointment of a service provider to provide professional landscaping and garden maintenance services for a period of thirty-six (36) months at the SETAs Head office.

## 3. SCOPE OF WORK AND DELIVERABLES

**3.1.** The provider is required to provide the following services:

- 3.1.1.** Landscaping
- 3.1.2.** Daily garden maintenance
- 3.1.3.** Daily Maintenance of the front/ main door atrium
- 3.1.4.** Monthly application of fertilizers
- 3.1.5.** Monthly application of certified pesticides and herbicides
- 3.1.6.** Periodic planting of colour plants
- 3.1.7.** Weekly refuse and green waste removal
- 3.1.8.** Weekly road and hard surface sweeping
- 3.1.9.** Other relevant landscaping and gardening services

## 4. DURATION

- 4.1.** The bidder will be appointed for a period of thirty-six (36) months, starting on the date of the receipt of the signed Purchase Order from FoodBev SETA.
- 4.2. NB: Note that the services may not continue beyond the thirty-six (36) months period unless written approval is obtained from the SETA. FoodBev SETA will not be responsible for any payment of invoices for services rendered beyond the agreed duration period.**



## 5. EVALUATION CRITERIA

The following criteria will be adhered to:

- 5.1. Criteria 1:** Compliance evaluation – bidders will first be evaluated in terms of compliance that is meeting minimum requirements. Bidders who do not fulfil all the requirements or do not submit required documents using the required format, will be disqualified and not move onto the next stage of evaluation.
- 5.2. Criteria 2:** Functional criteria – Functionality points are equal to **100.00 points**. Bidders are required to achieve a minimum score of **70.00 points** on functionality evaluations in order to qualify to be evaluated on BBEE & Price. All bidders who do not score the minimum points will be disqualified.
- 5.3. Criteria 3:** Price and BBEE status level of contributor and this will be evaluated on an 80/20 preferential procurement principle

## 6. CRITERIA 1 - COMPLIANCE EVALUATION

The Bidders must submit:

- 6.1.** Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 6.2.** Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD 6.1, SBD 8 & SBD 9): completed and signed by the duly authorized person
- 6.3.** Tax clearance certificate and Pin.
- Failure to submit the above documents will result in the bidder being disqualified.

## 7. CRITERIA 2 - FUNCTIONALITY EVALUATION

| Functional criteria                                                                                                                                                                                                                                                                                                                                                    | Weight       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>1. Company profile</b>                                                                                                                                                                                                                                                                                                                                              | <b>20.00</b> |
| The bidder must submit a company profile which must include a section listing the clients that the bidder has serviced with similar services in the past. <ul style="list-style-type: none"><li>▪ No relevant company profile submitted= 0.00 points</li><li>▪ Relevant company profile submitted= 20.00 points</li></ul>                                              |              |
| <b>2. Project Team experience</b>                                                                                                                                                                                                                                                                                                                                      | <b>50.00</b> |
| A minimum of five (5) years' experience in providing similar services in public or private organisations is preferred. Minimum of three (3) CV's of project team indicating a minimum of 5 years' experience must be provided by the bidder. <ul style="list-style-type: none"><li>▪ No experience or less than three (3) CVs submitted = <b>0.00 points</b></li></ul> |              |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <ul style="list-style-type: none"> <li>Three (3) CVs showing one (1) to four (4) years' experience = <b>20.00 points</b></li> <li>Three (3) CVs showing five (5) years' experience or more = <b>50.00 points</b></li> </ul> <p><b>Note that no additional points will be awarded for the submission- of more than 3 project team CVs.</b></p>                                                                                                                                                                                                                               |               |
| <b>3. Approach and Methodology</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |
| <p>The approach and methodology should indicate the following:</p> <ul style="list-style-type: none"> <li>a. How the service provider will ensure that FoodBev SETA receives the best quality service and products in line with the terms of reference.</li> <li>b. Indicate if the Provider complies with the requirements of the specification. <ul style="list-style-type: none"> <li>No approach and methodology submitted= <b>0.00 points</b></li> <li>Approach and methodology on how services will be rendered submitted= <b>30.00 points</b></li> </ul> </li> </ul> | <b>30.00</b>  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>100.00</b> |

**Note: the minimum score for functionality is 70.00 points.**

- Please note that the Evaluation Committee will use their own discretion to assess quality of all bid proposals received in relation to above functionality criteria and may further verify information submitted from relevant sources/your clients and use their own discretion to score the bidders proposal accordingly.
- It is the responsibility of the bidder to seek clarity by enquiry before submission of the final bid, where the criteria are construed to be ambiguous or confusing. Should there be a difference of interpretation between the bidders and FoodBev SETA, the SETA reserves the right to make a final ruling on such interpretation.
- FoodBev SETA may request clarification or additional information regarding any aspect of the tender document or proposal submitted. The bidders must supply the requested information within forty-eight (48) hours after receipt of written request from supply chain office. Failure to submit such information may result in disqualification or non-award of functionality points.



## 8. CRITERIA 3- PREFERENCE POINTS ALLOCATION

**8.1. 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million as follows:**

| CRITERIA                                                                          | SUB-CRITERIA              | POINTS     |
|-----------------------------------------------------------------------------------|---------------------------|------------|
| Price                                                                             | Detailed budget breakdown | 80         |
| BBBEE Status Level Verification certificate from accredited verification agencies | BBBEE Level Contributor   | 20         |
| Total Points                                                                      |                           | <b>100</b> |

## 9. ORAL PRESENTATION

Bidders who submit a proposal in response to this Request for Quotation **may** be required to give an oral presentation. This will provide an opportunity for the bidder to clarify or elaborate on the proposal and to demonstrate its tools related to the project. This will be a fact finding and explanation session only and does not include negotiation. The FoodBev SETA will schedule the time and location of these presentations. Oral presentations will be conducted at the discretion of FoodBev SETA.

## 12. CONDITIONS OF CONTRACT

**The successful service provider undertakes:**

- To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential;
- Not to discuss or make any information available to any member of the public, press or other service provider/consultant or any other unauthorized person(s) except as authorized by the FoodBev SETA;
- Not to copy or duplicate any software or documentation for private use;
- To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;
- General conditions of tender, contracts and orders will be applicable in the execution of the contract;
- Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;
- Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- The FoodBev SETA reserves the right to discontinue work on any element of the quotation at any given time in consultation with the Senior Manager: Human Resources of the FoodBev SETA, for example the quality of work delivered is poor or the service provider is unduly delaying delivery of service;
- Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
- The Contract/SLA may be finalized within of one (1) month from for the signature date or before commencement of the work. Bidders must note that FoodBev SETA



contracts are vetted by outsourced lawyers therefore it is important to note that it is the responsibility of the bidder to also vet their contract before signing it off.

### **13. IMPORTANT INFORMATION TO NOTE - GUIDELINES**

#### **a) Disclosures**

Bidder to disclose if they have been subject to proceedings or other arrangements relating to bankruptcy or insolvency.

#### **b) Disclaimer**

- FBS reserves the right not to appoint a service provider
- Not to appoint a bid that scored the highest points i.e. award a bid, on reasonable and justifiable grounds, to a bidder that did not score the highest points
- Award the contract or any part thereof to one or more service providers
- Reject all bids
- Decline to consider any bids that do not conform to any aspect of the bidding requirements
- Request further information from any bidder after closing date for clarity purposes
- Cancel this RFQ or any part thereof at any time
- Require the shortlisted bidders to make presentations at the venue communicated with the bidder and this presentation will be made by bidder at their own cost
- Points scored will be rounded to 2 decimals

#### **c) Confidentiality**

- Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality
- All information pertaining to FBS obtained by the bidder as a result of participation in this RFP is confidential and must not be disclosed without written authorisation from the FBS

#### **d) Miscellaneous**

- The service provider should include any additional information deemed useful to the FoodBev SETA in evaluating the proposal.

#### **e) Validity**

- The proposal provided to FoodBev SETA in terms of this request for quotations will be valid for a period of 90 days from the date of submission with the exception of the Tax and B-BBEE certificates which must still be valid at the time of award.
- Should there be a need to request extension of the finalization of the award of the bid, the bidders will be duly informed, and the tender/proposal will remain valid except for items mentioned above.

#### **f) Conditions of payment**

- No service should be provided to FoodBev SETA before an official purchase order has been issued to the supplier. An invoice supported by all relevant documentation must be submitted to FoodBev SETA for certification and



authorization before payment can be made. Invoices will be payable 30 days after receipt of the invoice and statement.

**g) Cost of tendering/ providing quotations**

- The bidders shall bear all costs and expenses associated with the preparation and submission of the tender document/proposal. FoodBev SETA shall under no circumstances be responsible and/or liable for any such costs, regardless of, and without limitation to the conduct or outcome of the tendering, evaluation and selection process. The bidder will have no claim against FoodBev SETA where bids are cancelled for whatever reason.

**h) Unsuccessful bidders**

- Please note FoodBev SETA decision on the selection of the successful bidder is final and FoodBev will not enter into any further correspondence and/or negotiations with any unsuccessful bidder.

**14. PROCEDURES FOR SUBMITTING QUOTATIONS**

Proposals/ Quotations must reach FoodBev SETA on or before the closing date and time. Bidders must email a soft copy of their proposal to: [scm@foodbev.co.za](mailto:scm@foodbev.co.za). Any queries relating to this request for quotation must be in writing and must be addressed to email: [EnosM@foodbev.co.za](mailto:EnosM@foodbev.co.za)

**PREPARED BY:**

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Date: 08.12.2021

**APPROVED BY:**

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Date: 08.12.2021

